



Continuing SNSP Schools Notice of Intent to Participate

Welcome to the Wisconsin Department of Public Instruction's training module on the Special Needs Scholarship Program, or SNSP. The SNSP is governed by Wis. Stat. § 115.7915 and the Wis. Admin. Code ch. PI. 49. Provisions of this training module are subject to statutory and rule changes.

This training module will provide information on the SNSP Notice of Intent to Participate for schools that are currently participating in the SNSP. If your school is not a current participant in the SNSP, please refer to the New SNSP School Intent to Participate presentation.

Notice of Intent to Participate (ITP)

- Indicates the private school's intent to participate in the SNSP for the following school year.
- Electronically signed by the head of the school's governing board, or the SNSP Administrator, if designated by the head of the school's governing board.
- Due annually by the first weekday in March.

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Schools registering to participate in the SNSP must submit the Notice of Intent to Participate, or ITP, form annually by the first weekday in March. The ITP must be electronically signed and submitted by the head of the school's governing board, or the SNSP Administrator if designated by the school's head of the governing board.

ITP Submission

- The ITP submission link is available:
 - New Schools: On the SNSP School Registration Website
 - Continuing Schools: Emailed to the SNSP Administrator for each school

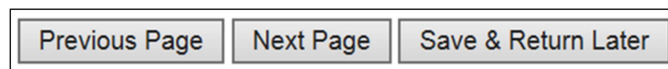
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Schools that are new to the SNSP will access the ITP on the SNSP School Registration webpage. A link to this webpage is available at the end of this presentation.

Schools that participated in the SNSP during the prior school year are considered to be continuing SNSP schools. The link for the ITP will be individually emailed to the SNSP administrator. Continuing school ITPs will have prefilled information that the schools will need to review and modify as appropriate. If the change needs to also be made for the prior school year, a School Information Update form must be submitted as well. Continuing schools must use their unique ITP link rather than the new school ITP link because the continuing SNSP school ITP requires additional information.

Page Navigation

- Use the Previous and Next Page buttons to navigate between slides.
- Use the “Save & Return Later” button and use the unique link to finish the application at a later time.
- The ITP may be changed until the ITP due date using the unique link.



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The bottom of each screen in the ITP includes buttons for navigating through the ITP. All pages except the last page include the “Next Page” option. The “Previous Page” button will show beginning with the second page. If the school tries to go to the next page without completing all of the required fields, it will receive an error message. The school will then be required to complete the missing information before proceeding to the next page.

The “Save & Return Later” button can be used if the school starts the ITP but is not able to finish it right away. If the school clicks this button, the ITP will direct the school to a new webpage with a unique link for their survey. Continuing schools will receive the same link that was originally emailed to them for their ITP.

Schools should not bookmark the webpage with the link because the webpage will be password protected if the school tries to return to it. The school should save the link separately so it can later access and complete the ITP.

If the school determines it would like to make revisions to the ITP and it is before the due date of the ITP, it can use this link to make the changes. The school should then resubmit the ITP with the changes. If the school is not able to locate its link, it should contact the

Department of Public Instruction, or DPI, using the contact information at the end of this presentation. The school should not start a new ITP unless instructed to do so by the DPI SNSP team.

Identifying Information that Changed

School Information

School Name: XYZ School
School Phone Number: 123-456-7890
School Federal Identification Number (FEIN): 12-3456789

Are there any changes to any of the school information above?

- ☐ Yes
☐ No

- For each section, the school must indicate if there were any changes to the information.
- If changes are identified for one or more sections, the school will be required to:
 - Indicate the new information on the next screens; and
 - Provide a School Information Update form with the new information identified if it impacts the current school year.

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The next page in the ITP will list the school's current school information, SNSP administrator, head of the governing board, mailing address, and school locations. The school must review each section and determine if any information needs to be changed. The school information section is shown as an example. If there are any changes, the school will need to indicate "Yes" that there are changes to the information.

If the school indicates yes, a screen with the prefilled data will show. The school must update anything that is incorrect. If any changes are required, the school must also complete a School Information Update Form so that the data can be changed for the current school year.

Schools should contact the DPI in advance of making any changes to the school name or federal identification number. These changes may affect the legal structure of the school and the SNSP participation requirements.

SNSP Administrator

- The school's SNSP Administrator must be one of the following:
 - Owner of the school; or
 - An individual appointed as the school's SNSP Administrator by the school's governing body.

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As a reminder, the SNSP Administrator must either be the owner of the school or an individual who is appointed by the school's governing board to be the SNSP Administrator.

The SNSP Administrator will be responsible for completing the required SNSP school documentation, and accepting and verifying pupil applications and transfer requests. The SNSP administrator is also the school's primary contact for SNSP issues and questions.

School Mailing Address & Locations


- The mailing address must be the address where the school would like DPI to send the correspondence for the school.
- The school locations section must list all locations of the school.

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The school must review the mailing address and school locations to confirm they are accurate and complete. The school mailing address is the address where the school would like correspondence from DPI to be sent.

The school locations must list all locations of the school. If there are any new locations, the school must meet the certificate of occupancy requirements before pupils are at the location. These requirements are covered in detail in the Private School SNSP Registration Requirements training module. A link to the SNSP school training modules is available at the end of this presentation.

SNSP Summer School



SNSP Summer School

Schools participating in the SNSP interested in offering summer school during the upcoming summer should review the Summer School Bulletin available on the SNSP Bulletins webpage at <https://dpi.wi.gov/sms/special-needs-scholarship/bulletins>. Schools should note that summer school courses funded through federal Title programs are not eligible for payment through the SNSP summer school program.

Wis. Stat. §115.7915 requires that if the expected SNSP payments are at least \$50,000, the school provide either: 1) a surety bond for 25 percent of the expected SNSP payments, or 2) provide financial information demonstrating that the school will be able to pay an amount equal to the total amount of the expected SNSP payments. The information below will be used to calculate the expected summer school payment that will be included in this calculation. The total expected SNSP payment will be provided later in this form. Does the school intend to offer a SNSP summer school program during the summer of 20x2?

☐ Yes


☐ No

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Schools participating in the SNSP interested in offering summer school during the upcoming summer should review the Summer School Bulletin available on the SNSP Bulletins webpage. A link to this webpage is available at the end of this training. Schools should note that summer school courses funded through federal Title programs are not eligible for payment through the SNSP summer school program.

Wis. Stat. §115.7915 requires that if the expected SNSP payments are at least \$50,000, the school provide either: 1) a surety bond for 25 percent of the expected SNSP payments, or 2) provide financial information demonstrating that the school will be able to pay an amount equal to the total amount of the expected SNSP payments. Both the summer school amount, which will be calculated on this page, and the regular school year amount will be included in the expected amount.

Summer School (cont)



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SNSP Summer School

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Wis. Stat. §115.7915 requires that if the expected SNSP payments are at least \$50,000, the school provide either: 1) a surety bond for 25 percent of the expected SNSP payments, or 2) provide financial information demonstrating that the school will be able to pay an amount equal to the total amount of the expected SNSP payments. The information below will be used to calculate the expected summer school payment that will be included in this calculation. The total expected SNSP payment will be provided later in this form. Does the school intend to offer a SNSP summer school program during the summer of 20x2?

☒ Yes
☐ No

What are the expected number of SNSP pupils in summer school for 4 year old kindergarten through 12th grade? In order to be eligible for a SNSP summer school payment, the pupil must have been a SNSP pupil on the 3rd Friday in September 20x1 or the 2nd Friday in January 20x2.

Expected SNSP Summer School Payments

\$ 0

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If the school indicates that it will have SNSP summer school, it must indicate the number of SNSP pupils that will be in summer school. Please be aware that the pupil must have been included in the SNSP count for the 3rd Friday in September or 2nd Friday in January in the school year immediately before summer school in order for the pupil to be eligible for summer school.

When the number of SNSP summer school pupils is entered in, the expected SNSP summer school payment will be indicated. The summer school payment is based on 5% of the payment for that pupil in the previous school year.

Available Grade Levels

Grades Available for SNSP Pupils

Select all the grade levels that will be available for either new and/or continuing SNSP pupils:

- ☐ 4-year-old kindergarten
- ☐ 5-year-old kindergarten
- ☐ Grade 1
- ☐ Grade 2
- ☐ Grade 3
- ☐ Grade 4
- ☐ Grade 5
- ☐ Grade 6
- ☐ Grade 7
- ☐ Grade 8
- ☐ Grade 9
- ☐ Grade 10
- ☐ Grade 11
- ☐ Grade 12

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The next page of the ITP requires the school to select the grade levels that will either have new SNSP scholarships available or continuing SNSP pupils. The grade levels that private schools can choose from include: 4-year-old kindergarten, 5-year-old kindergarten, and first through twelfth grade. Please note that SNSP schools do not have to offer SNSP scholarships for all grades the school has, but must be accredited for all of the grades that it selects.

The school may choose to offer SNSP scholarships for new SNSP pupils in only some of its grades. However, continuing SNSP schools must identify the grade that continuing SNSP pupils will be in and check those grades on this screen, even if the grade will not be available for new SNSP pupils at the school.

Four-Year-Old Kindergarten Programs

Four-Year-Old Kindergarten Programs

Four-year-old kindergarten programs are generally a 0.5 full-time equivalent. The school may choose to provide 87.5 hours of 4-year-old parental outreach activities for 4-year-old kindergarten parents and caregivers. If the school provides this, it is eligible for 0.6 full-time equivalent.

If the school will provide 87.5 or more hours of 4-year-old kindergarten parental outreach activities select the "4-Year-Old Kindergarten with Outreach (0.6 FTE)" category. If the school will NOT provide 87.5 or more hours of 4-year-old kindergarten parental outreach activities select the "4-Year-Old Kindergarten (0.5 FTE)" category.

- ☐ 4-Year-Old Kindergarten (0.5 FTE)
- ☐ 4-Year-Old Kindergarten with Outreach (0.6 FTE)

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If the school has indicated that it will have four (4)-year old kindergarten, or K4, available to SNSP pupils, the school must indicate the type of K4 program it will offer. Pupils in K4 are generally counted as 0.5 full-time equivalent (FTE). The school is eligible for an additional 0.1 FTE per K4 pupil if the school provides 87.5 or more hours of parental outreach for the parents of the K4 pupils.

Further information about the K4 Parental Outreach Program option is available in the K4 Parental Outreach Activities Bulletin and in the K4 Parental Outreach Activities training module. Links to the SNSP Bulletins webpage and the SNSP school training modules are available at the end of this presentation.

Five-Year-Old Kindergarten Program

Five-Year-Old Kindergarten Programs

The school has indicated it will have a 5-year-old kindergarten program. There are several different 5-year old kindergarten program options available for the SNSP. A kindergarten pupil is generally counted as 0.5 full-time equivalent. If the school is providing full day instruction for the 5-year-old kindergarten pupils five days a week, the pupils are counted as 1.0 full-time equivalent. The school may also choose to provide full day instruction for three days a week for an entire school term (which is 0.6 full-time equivalent) or full-day instruction for four days a week for an entire school term (which is 0.8 full-time equivalent).

Select all of the 5-year-old kindergarten programs that the school will have available for SNSP pupils:

- ☐ 5-Year-Old Kindergarten 0.5 full-time equivalent
- ☐ 5-Year-Old Kindergarten 0.6 full-time equivalent (3 full days of instruction each week)
- ☐ 5-Year-Old Kindergarten 0.8 full-time equivalent (4 full days of instruction each week)
- ☐ 5-Year-Old Kindergarten 1.0 full-time equivalent (5 full days of instruction each week)

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If the school has indicated that it will have five (5)-year old kindergarten, or K5, available to SNSP pupils, the school must indicate the type of K5 program it will offer. The FTE for pupils in K5 is dependent on how many full days a week a pupil is attending.

Generally K5 pupils are counted in the 0.5 FTE category. The K5 program qualifies for the 0.5 FTE if the pupils are attending less than full time but at least 437 hours during the school year. Pupils in K5 who are attending 3 full days of instruction each week are counted as 0.6 FTE. Pupils in K5 who are attending 4 full days of instruction each week are counted as 0.8 FTE. If the school provides K5 instruction for five full-days a week, then the pupils are counted in the 1.0 FTE category.



Bond or Financial Information Calculation

Wis. Stat. §115.7915 requires that if the expected SNSP payments are at least \$50,000, the school provide either: 1) a surety bond for 25 percent of the expected SNSP payments, or 2) provide financial information demonstrating that the school will be able to pay an amount equal to the total amount of the expected SNSP payments. The summer school information previously entered and the information below will be used to calculate if the school is required to provide a bond or financial information.

SNSP Pupils at the School

The continuing pupil counts below must include all SNSP pupils that are identified as eligible in the School's 2nd Friday in January 20x2 Pupil Count Report unless the school has received written correspondence from the parent withdrawing the pupil from the SNSP by the date the Intent to Participate is submitted. Eligible SNSP pupils are identified on Schedule 2, in the "Enrollment Count-SNSP Pupils" section. The school should include the pupils in the grade category that it anticipates the pupil will be in during the 20x2-x3 school year. The school must include all pupils, even if it anticipates that the pupil may no longer attend the school in the next year. If a continuing SNSP pupil leaves the school or ceases to participate in the SNSP, the school will have the option to convert the continuing SNSP student scholarship to a new SNSP student scholarship.

Partial Scholarship Continuing SNSP Pupils: Enter the number of partial scholarship continuing SNSP pupils below. These numbers must be based on the number of continuing SNSP pupils that are currently receiving a partial scholarship on Schedule 2 of the school's 2nd Friday in January 20x2 Pupil Count Report unless the school has received a written withdrawal from the parent plus any continuing pupils who have been determined to no longer have a disability during the 20x1-x2 school year.

Full Scholarship Continuing SNSP Pupils: Enter the number of full scholarship continuing SNSP pupils below. These numbers must be based on the number of full scholarship pupils on Schedule 2 of the school's 2nd Friday in January 20x2 Pupil Count Report unless the school has received a written withdrawal from the parent less any students who have a disability during the 20x1-x2 school year.

New SNSP Pupils: Enter the number of SNSP scholarship available for new SNSP pupils at pupils that are included as SNSP continuing pupils.

The grade categories below are based on the grades identified on the "Grades Available for available scholarships in one of the grade categories listed, enter a "0".

The grade categories below are based on the grades identified on the "Grades Available for SNSP Pupils" page. If there are no available scholarships in one of the grade categories listed, enter a "0".

	PARTIAL Continuing Pupils	FULL Continuing Pupils	New SNSP Pupils
4-Year-Old Kindergarten (0.5 FTE)	1	0	0
5-Year-Old Kindergarten Half Day (0.5 FTE)	1	0	0
Grades 1-8 (1 FTE)	1	0	0
Total	3	0	0

New SNSP Scholarships Available and Continuing SNSP Pupil Count

Schools that are continuing in the SNSP will need to identify the number of scholarships that are available for new pupils and the number of continuing SNSP pupils at the school by grade level. The continuing pupil counts must include all SNSP pupils that are identified as eligible in the school's 2nd Friday in January Pupil Count Report unless the school has received written correspondence from the parent withdrawing the pupil from the SNSP by the date the Intent to Participate is submitted. Eligible SNSP pupils are identified on Schedule 2 of the school's 2nd Friday in January Pupil Count Report, in the "Enrollment Count-SNSP Pupils" section.

SNSP Available Scholarships & Pupil Count Example

		ENROLLMENT COUNT—SNSP PUPILS					
		Full Scholarship		Partial Scholarship		Total SNSP Pupils	
Line	Category	Headcount	Full Time Equivalent	Headcount	Full Time Equivalent	Headcount	Full Time Equivalent
1	4 Year-Old K/437 Hours (.5 FTE)	1	0.5	0	0	1	1
2	4 Year-Old K/437 Hours + 87.5 Hours Outreach (.6 FTE)	0	0	0	0	0	0
3	5 Year-Old K/5 Day (.5 FTE)	0	0	0	0	0	0
4	5 Year-Old K/3 Day (.6 FTE)	0	0	0	0	0	0
5	5 Year-Old K/4 Day (.8 FTE)	0	0	0	0	0	0
6	5 Year-Old K/5 Day (1.0 FTE)	2	2	0	0	2	2
7	Grades 1-8 (1.0 FTE)	5	5	1	1	6	6
8	Grades 9-12 (1.0 FTE)	0	0	0	0	0	0
9	Total Grades 1-12	8	8	1	1	9	9
10	Total SNSP Pupils	8	8	1	1	9	9

- Determine if any additional pupils, not in the partial scholarship column, have been determined to no longer be a pupil with a disability.

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Next we will go through an example of how a continuing SNSP school should complete the pupil counts. This is Schedule 2 from a school's submitted 2nd Friday in January Pupil Count Report. This school had 8 (eight) full scholarship pupils and 1 (one) partial scholarship pupil as of the 2nd Friday in January.

Partial scholarship pupils are pupils that have been determined to no longer have a disability. Full scholarship pupils are all of the other SNSP pupils. Any pupils included as partial scholarship pupils in the school's 2nd Friday in January Pupil Count Report must be included as partial scholarship pupils in the ITP. Additionally, the school must determine if there are any other pupils that have been determined to no longer have a disability in the current school year. If the IEP reevaluation is still pending for a pupil, the pupil must be included in the full scholarship category, even if the school anticipates the pupil will be determined to no longer have a disability.

For more information about full and partial scholarship pupils, please see the Continuing Student Eligibility bulletin. A link to the SNSP Bulletins webpage can be found at the end of this presentation.

SNSP Available Scholarships & Pupil Count Example (cont.)

		ENROLLMENT COUNT—SNSP PUPILS					
Line	Category	Full Scholarship		Partial Scholarship		Total SNSP Pupils	
		Headcount	Full Time Equivalent	Headcount	Full Time Equivalent	Headcount	Full Time Equivalent
1	4 Year-Old K/437 Hours (.5 FTE)	1	0.5	0	0	1	1
2	4 Year-Old K/437 Hours + 87.5 Hours Outreach (.8 FTE)	0	0	0	0	0	0
3	5 Year-Old K/.5 Day (.5 FTE)	0	0	0	0	0	0
4	5 Year-Old K/3 Day (.8 FTE)	0	0	0	0	0	0
5	5 Year-Old K/4 Day (.8 FTE)	0	0	0	0	0	0
6	5 Year-Old K/5 Day (1.0 FTE)	2	2	0	0	2	2
7	Grades 1-8 (1.0 FTE)	5	5	1	1	6	6
8	Grades 9-12 (1.0 FTE)	0	0	0	0	0	0
9	Total Grades 1-12	8	8	1	1	6	6
10	Total SNSP Pupils	8	8	1	1	9	9

- Determine the anticipated grade for the next school year for each pupil on the 2nd Friday in January Pupil Count Report.

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The school should include the pupils in the grade category that it anticipates they will be in during the school year for which the ITP is being completed. The school must include all pupils, even if it anticipates that the pupil may no longer attend the school in the next year. As a reminder, if a continuing SNSP pupil leaves the school or ceases to participate in the SNSP, the school will have the option to convert the continuing SNSP pupil scholarship to a new SNSP pupil scholarship.

SNSP Available Scholarships & Pupil Count Example (cont.)

2 nd Fri in Jan Scholarship Type	2 nd Fri in Jan Grade Category	2 nd Fri in Jan Headcount	2 nd Fri in Jan School Year Grade	Anticipated Grade for School Year in ITP?	Determined to No Longer Have a Disability During 2 nd Friday in January School Year?
Full	K4 -0.5 FTE	1	K4	K4 (pupil not advancing)	No new IEP reevaluation

The grade categories below are based on the grades identified on the "Grades Available for SNSP Pupils" page. If there are no available scholarships in one of the grade categories listed, enter a "0".

	PARTIAL Continuing Pupils	FULL Continuing Pupils	New SNSP Pupils
4-Year-Old Kindergarten (0.5 FTE)	0	1	0
5-Year-Old Kindergarten Full Day (1 FTE)	0	0	0
Grades 1-8 (1 FTE)	0	0	0
Total	0	1	0

Total SNSP Pupils

1

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The first grade category is the K4 half-time FTE category. The school had a pupil in this category who was a full scholarship pupil on the 2nd Friday in January Pupil Count Report. The school anticipates this pupil will need to be in K4 for an additional year. No new IEP reevaluation has been completed for this pupil, so the pupil will continue to be a full scholarship pupil. The school must input 1 (one) in the full scholarship continuing SNSP pupil, K4 half-time FTE category.

SNSP Available Scholarships & Pupil Count Example (cont.)

2 nd Fri in Jan Scholarship Type	2 nd Fri in Jan Grade Category	2 nd Fri in Jan Headcount	2 nd Fri in Jan School Year Grade	Anticipated Grade for School Year in ITP?	Determined to No Longer Have a Disability During 2 nd Friday in January School Year?
Full	K5-1.0 FTE	2	K5	1 st grade	IEP reevaluation determined 1 pupil did not have a disability; no reevaluation for other pupil.

The grade categories below are based on the grades identified on the "Grades Available for SNSP Pupils" page. If there are no available scholarships in one of the grade categories listed, enter a "0".

	PARTIAL Continuing Pupils	FULL Continuing Pupils	New SNSP Pupils
4-Year-Old Kindergarten (0.5 FTE)	1	0	0
5-Year-Old Kindergarten Full Day (1 FTE)			
Grades 1-8 (1 FTE)	1	1	0
Total	2	1	0

The next grade category for this school is the K5 1 FTE category. This category has 2 (two) pupils in it on the 2nd Friday in January Pupil Count Report. The school anticipates both pupils will progress to 1st grade. One of the pupils had an IEP reevaluation during the school year and was determined to no longer have a disability. As a result, the school will receive a partial scholarship in the following school year. The other pupil has not had an IEP reevaluation. The ITP should include a 1 (one) in the Grades 1-8 column in both the partial scholarship continuing SNSP pupils column and in the full scholarship continuing SNSP pupils column for these pupils.

SNSP Available Scholarships & Pupil Count Example (cont.)

2 nd Fri in Jan Scholarship Type	2 nd Fri in Jan Grade Category	2 nd Fri in Jan Headcount	2 nd Fri in Jan School Year Grade	Anticipated Grade for School Year in ITP?	Determined to No Longer Have a Disability During 2 nd Friday in January School Year?
Full	Grades 1-8	5	1 pupil each in 1, 3, 4, 6, and 8	The school anticipates each of these pupils will progress to the next grade.	3 rd grader determined to still have a disability. 6 th grader reevaluation in progress; the school expects for the pupil to be determined to no longer have a disability. No new IEP reevaluations for any other pupils.

The grade categories below are based on the grades identified on the "Grades Available for SNSP Pupils" page. If there are no available scholarships in one of the grade categories listed, enter a "0".

	PARTIAL Continuing Pupils	FULL Continuing Pupils	New SNSP Pupils
4-Year-Old Kindergarten (0.5 FTE)	0	0	0
5-Year-Old Kindergarten Full Day (1 FTE)	0	0	0
Grades 1-8 (1 FTE)	0	6	0
Total	0	6	0

The school also has 5 (five) pupils that are receiving a full scholarship in the Grades 1-8 category on the 2nd Friday in January Pupil Count Report. The pupils include a 1st grader, 3rd grader, 4th grader, 6th grader, and 8th grader. The school anticipates all of the pupils will progress to the next grade in the following year. The school provides K4 through 8th grade. The school anticipates that the 8th grader will graduate. It must still include a scholarship for the 8th grader in case the pupil does not progress to the next grade at the end of the year. As discussed earlier, if this pupil ends up transferring to a different SNSP school and/or withdrawing from the SNSP, the school may either convert the scholarship to a new SNSP pupil scholarship or not fill the scholarship.

The 3rd grader had a IEP reevaluation during the year that determined he/she still has a disability. The IEP reevaluation for the 6th grader is currently being completed. The school anticipates the 6th grader will be determined to no longer have a disability. No other pupils have had an IEP reevaluation completed during the school year. Since the reevaluation for the 6th grader has not yet been completed, the pupil must be included in the full scholarship continuing SNSP pupils column.

As a result, an additional 5 (five) pupils must be added to the full scholarship continuing SNSP pupils column. Since 1 (one) K5 SNSP pupil is already in this category, the total count is 6 (six).

SNSP Available Scholarships & Pupil Count Example (cont.)

2 nd Fri in Jan Scholarship Type	2 nd Fri in Jan Grade Category	2 nd Fri in Jan Headcount	2 nd Fri in Jan School Year Grade	Anticipated Grade for School Year in ITP?	Determined to No Longer Have a Disability During 2 nd Friday in January School Year?
Partial	Grades 1-8	1	7 th grade	8 th grade	N/A

The grade categories below are based on the grades identified on the "Grades Available for SNSP Pupils" page. If there are no available scholarships in one of the grade categories listed, enter a "0".

	PARTIAL Continuing Pupils	FULL Continuing Pupils	New SNSP Pupils
4-Year-Old Kindergarten (0.5 FTE)	0	0	0
5-Year-Old Kindergarten Full Day (1 FTE)	0	0	0
Grades 1-8 (1 FTE)	2	6	0
Total	2	6	0

Total SNSP Pupils

8

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Finally, the school has one partial scholarship pupil in the Grades 1-8 category. This pupil is currently in 7th grade and the school anticipates the pupil will progress to 8th grade. Since the pupil has already been determined to be a pupil without a disability in a previous school year, they must be added to the partial scholarship continuing SNSP pupils column. This results in 2 (two) pupils in this category.

SNSP Available Scholarships & Pupil Count Example (cont.)

- The school would like the following new SNSP scholarships available:
 - 4-year old kindergarten (0.5 FTE): 2 pupils
 - 5-year old kindergarten (1.0 FTE): 3 pupils
 - Grades 1-8: 10 pupils, the school decides to only put 9 new SNSP pupils since they expect a scholarship to be available after the current 8th grade SNSP pupil leaves the school.

The grade categories below are based on the grades identified on the "Grades Available for SNSP Pupils" page. If there are no available scholarships in one of the grade categories listed, enter a "0".

	PARTIAL Continuing Pupils	FULL Continuing Pupils	New SNSP Pupils
4-Year-Old Kindergarten (0.5 FTE)	0	1	2
5-Year-Old Kindergarten Full Day (1 FTE)	0	0	3
Grades 1-8 (1 FTE)	1	1	9
Total	1		14

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Total SNSP Pupils

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Finally, continuing schools must input the number of new SNSP scholarships available. In this example, the school would like to have space for 2 (two) K4 pupils, 3 (three) K5 pupils, and 10 (ten) pupils in Grades 1-8. Since the school expects that the SNSP pupil currently in 8th grade will graduate, the school decides to decrease the Grades 1-8 new scholarships available by 1 (one), resulting in 9 (nine) scholarships available for new SNSP pupils in Grades 1-8 on the ITP. When the 8th grader leaves the school, the school could convert the scholarship to a new pupil scholarship. Please be aware that if the school chooses to do this and the pupil does not leave the school, the school will not have that scholarship available for a new SNSP pupil.

SNSP Available Scholarships & Pupil Count Example (cont.)

- All grade categories identified must have at least one pupil included. If not, the school must:
 - Remove grades that have no pupils.
 - Remove any K5 programs that have no pupils.

The grade categories below are based on the grades identified on the "Grades Available for SNSP Pupils" page. If there are no available scholarships in one of the grade categories listed, enter a "0".

	PARTIAL Continuing Pupils	FULL Continuing Pupils	New SNSP Pupils
4-Year-Old Kindergarten (0.5 FTE)	0	1	2
5-Year-Old Kindergarten Half Day (0.5 FTE)			
5-Year-Old Kindergarten—3 Full Days (0.6 FTE)			
5-Year-Old Kindergarten—4 Full Days (0.8 FTE)			
Day (1 FTE)	0	0	3
Grades 1-8 (1 FTE)	1	1	9
Total	1	2	14

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Total SNSP Pupils 17

All grade categories must have at least one pupil listed in one of the three columns. If there are no continuing SNSP pupils or new SNSP scholarships available in a particular grade category, the school should return to the applicable screen to remove the category.

If the school is removing a grade, the school should go back to the available grades screen and remove the grade(s) that will not have any SNSP pupils. If the school would like to remove a K5 FTE category or remove K5 as an available grade, the school must go back to the K5 programs page and remove the check next to the categories that will not be available for SNSP pupils. If the school is removing K5 as an available grade, this must be done before removing K5 as an available grade.

In our example, the school must go back and remove the 0.5 FTE, 0.6 FTE, and 0.8 FTE categories for K5. In addition the school must remove any available scholarships identified in Grades 9-12 since it does not have any available scholarships or pupils in that category.

If the school previously included a number for a grade category it later decides to remove, the school must first remove the number in the bond or financial information calculation page by inserting 0. If this is not done, the number will still be included in the calculation of the school's expected SNSP payments.

SNSP Available Scholarships & Pupil Count Example (cont.)

- All boxes must have a number input. If a school does not have pupils in all of the columns for a grade category, insert 0 for the columns with no pupils.
- The school must offer at least 1 scholarship in each available grade category. As a result, the school may not put 0 for all of the columns for a grade category.

The grade categories below are based on the grades identified on the "Grades Available for SNSP Pupils" page. If there are no available scholarships in one of the grade categories listed, enter a "0".

	PARTIAL Continuing Pupils	FULL Continuing Pupils	New SNSP Pupils
4-Year-Old Kindergarten (0.5 FTE)	0	1	2
5-Year-Old Kindergarten Full Day (1 FTE)	0	0	3
Grades 1-8 (1 FTE)		1	9
Total	1	2	14

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Total SNSP Pupils

17

If the school has pupils in a grade category in only some of the columns, the school must insert a 0 (zero) in the columns that do not have any pupils. In this case, the school must insert a 0 (zero) in the partial scholarship continuing SNSP pupils K4 category and in both continuing SNSP pupil K5 categories.

The school must offer at least 1 scholarship in each available grade category. As a result, the school may not put 0 (zero) for all of the columns for a grade category.

SNSP Available Scholarships & Pupil Count Example (cont.)

- The total for each column and the total SNSP pupils will be identified.

The grade categories below are based on the grades identified on the "Grades Available for SNSP Pupils" page. If there are no available scholarships in one of the grade categories listed, enter a "0".

	PARTIAL Continuing Pupils	FULL Continuing Pupils	New SNSP Pupils
4-Year-Old Kindergarten (0.5 FTE)	0	1	2
5-Year-Old Kindergarten Full Day (1 FTE)	0	0	3
Grades 1-8 (1 FTE)	1	1	9
Total	1	2	14

Total SNSP Pupils

17

As the number of pupils are entered in, several numbers on the screen will update. The total for each column will be identified, as well as the total SNSP pupils. The school must ensure that the total SNSP pupils does not exceed the number of SNSP scholarships the school would like to have.

The total continuing pupils number will also update. This is calculated based on the total of the partial scholarship continuing SNSP pupils column and the full scholarship continuing SNSP pupils column. This number must match the school's 2nd Friday in January Pupil Count report less any pupils that have withdrawn in writing from the SNSP since the 2nd Friday in January. If the amount does not match, the school must review the 2nd Friday in January Pupil Count Report and increase the number of scholarships in the ITP. Once the number matches, the school must check the box.

Confirm Continuing SNSP Pupils Scholarships



Confirm Total Continuing SNSP Pupils at the School

☐ I confirm that the number of continuing SNSP pupils below matches the total pupils on Schedule 2, Line 10 in the January 2021 Pupil Count Report unless the school has received written correspondence from the parent withdrawing the pupil from the SNSP by the date the Intent to Participate is submitted.

The school must confirm that the total continuing pupils matches the 2nd Friday in January Pupil Count Report by checking the box.

Total Continuing Pupils

0

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The school must include all pupils, even if it anticipates that the pupil may no longer attend the school in the next year. For example, if a school is a K to 8 school and the school has a SNSP student in 8th grade, it must include a scholarship for the 8th grader even if the school anticipates the student will be in 9th grade in the following year. This is required to ensure a scholarship is available for continuing SNSP students at the same school if they are retained in a grade. If a continuing SNSP pupil leaves the school or ceases to participate in the SNSP, the school will have the option to convert the continuing SNSP pupil scholarship to a new SNSP pupil scholarship.

SNSP Expected Payments



Total SNSP Expected Payments

Regular School Year Expected SNSP Payment	\$ 19,465.5
Summer School Expected SNSP Payments	\$ 0
Total Expected SNSP Payments	\$ 0

- The regular school year expected payment amount is calculated based on the FTE for the new scholarships available and the continuing SNSP pupils, if applicable.
- The summer school expected payment amount will be completed based on the information entered in the summer school page.

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The bottom of the bond or financial information calculation page will calculate the expected SNSP payments. This section will include the summer school expected payments from the previous page and calculate the regular school year payments based on the headcounts entered for each grade category.

The regular school year SNSP pupil payments are calculated on a per FTE basis. Previous slides discussed how the FTE is determined for K4 and K5 pupils. Pupils in grades one (1) through twelve (12) are 1.0 FTE.

Partial scholarship pupils at continuing schools are included in the SNSP expected payments based on the Private School Choice Programs' rates.

For more information about SNSP payments, please see the Payment Process, Pupil Count Report, & Audit Overview training module. A link to the SNSP school training modules can be found at the end of this presentation.

School Financial Information and Surety Bond



Financial Information or Bond Required

Based on the number of available SNSP scholarships entered in the previous screen, the expected SNSP payment amount is \$xx,xxx.

If the expected payments are more than \$50,000, Wis. Stat. §115.7915 requires that the school either:

- Provide a surety bond for 25% of the expected SNSP payments, or
- Provide financial information demonstrating that the school will be able to pay an amount equal to the total amount of the expected SNSP payments.

Financial Information: If the school intends to provide financial information, a 20xx-xx budget on the form required by the department, with all required attachments, must be submitted by March 1, 20xx. The financial information must demonstrate that the school will be able to pay an amount equal to the total amount of the expected SNSP payments. The department will also review the school's financial audit and other financial related information available to the department to determine whether the school meets the requirements. See the Private School SNSP Registration Requirements training for additional information on the requirements.

Bond: If the school will provide a bond, it must provide the bond by June x, 20xx. The required bond form will be emailed, by April x, 20xx, to all SNSP schools who did not provide a 20xx-xx budget on the form required by the department by March 1, 20xx.

☐ I understand the school must either provide the required financial information described above by March 1, 20xx, or provide a bond to the department by June x, 20xx.

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If a school is expected to receive \$50,000 or more of SNSP scholarships, based on the ITP, then the school will be required to indicate on the ITP that it understands that it must either provide the required financial information by the first weekday in March prior to the school year or provide a surety bond to the department by the first weekday in June prior to the school year.

For more information about the financial information or surety bond, please see the Private School SNSP Registration Requirements training module. A link to the webpage with the SNSP training modules can be found at the end of this presentation.

Agreement



Agreement

I AGREE, on behalf of the private school, that the private school will comply with all of the requirements of the Special Needs Scholarship Program ("SNSP"), as set forth in Wis. Stat. §115.7915, Wis. Admin. Code ch. PI 49, and the department's trainings, guidance, and bulletins. This agreement constitutes a condition of receipt of funds under the SNSP. I further understand and agree that this notice of intent to participate is binding upon the private school, its successors, transferees and assignees for the period during which the private school is a participant in the SNSP. I assure, on behalf of the private school, that all contractors, subcontractors, subgrantees, and others with whom the private school arranges to provide services or benefits to its pupils, in connection with the SNSP, will not violate the requirements of the SNSP.

I have read Wis. Stat. §115.7915 and Wis. Admin. Code ch. PI 49. I understand that Wis. Stat. §115.7915 and Wis. Admin. Code ch. PI 49 are subject to statutory and administrative rule changes. In the event of failure to comply with the SNSP requirements, I understand that the school's participation in the SNSP can be terminated or payments withheld or both.

Electronic Signature

I am signing the intent to participate in my capacity as:

- ☐ SNSP Administrator
- ☐ Head of the Governing Board
- ☐ SNSP Administrator and Head of the Governing Board

☐ BY CHECKING THIS BOX I CERTIFY THE FOLLOWING:

1. I have signed this document electronically.
2. I am authorized to sign this form on behalf of the school as the head of the governing board or, if designated by the head of the governing board, the special needs scholarship program administrator.
3. All of the information in this form is complete and accurate to the best of my knowledge.
4. I have the legal authority to submit this application on behalf of the school.
5. I understand and agree to comply with all of the provisions and requirements set forth in this document.

You must click the "Submit" button to ensure DPI receives your data. Once submitted, you will have the opportunity to print and/or email a copy of the form. You should print a copy of the form for your records. It is recommended that you also email a copy of the form to yourself for future reference. The emailed copy of the form will be sent from DPI Forms Management.

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[Submit Notice of Intent](#)

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The final page of the ITP requires the head of the school's governing board, or the SNSP Administrator if designated by the head of the governing board, to check the box on the agreement page indicating that the school will comply with the SNSP requirements. If the school fails to comply with the SNSP requirements, the school may not be eligible to receive SNSP payments or may be terminated from the SNSP.

By checking the box, the head of the school's governing board, or the SNSP Administrator if designated by the head of the governing board, is also indicating that he or she has read the statutes and administrative rules governing the SNSP. The SNSP is governed by Wisconsin Statute § 115.7915 and Wis. Admin. Code § PI 49. Links to Wisconsin Statute § 115.7915 and Wis. Admin. Code § PI 49 are available at the end of this presentation.

Submitting the ITP

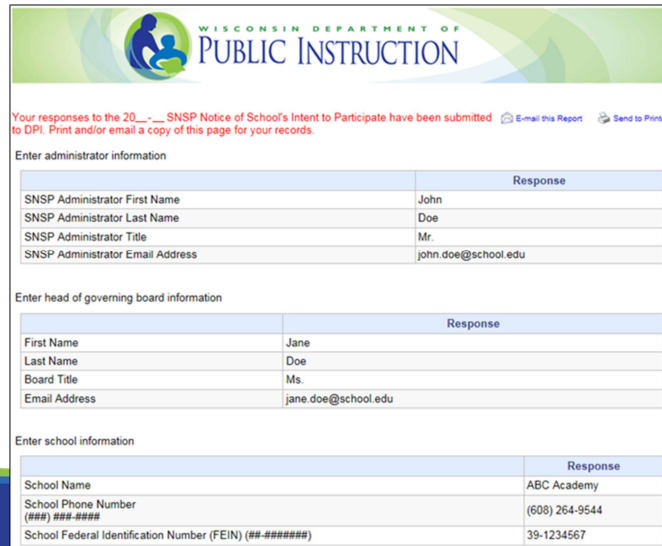
You must click the "Submit" button to ensure DPI receives your data. Once submitted, you will have the opportunity to print and/or email a copy of the form. You should print a copy of the form for your records. It is recommended that you also email a copy of the form to yourself for future reference. The emailed copy of the form will be sent from DPI Forms Management.

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Once the ITP is complete, the head of the school's governing board, or the SNSP Administrator if designated by the head of the governing board, must click the submit button to submit the school's ITP to the department.

Email and Print a Copy for Your Records



The screenshot shows a confirmation page from the Wisconsin Department of Public Instruction. At the top is the department's logo. Below it, a red message states: "Your responses to the 20__-__ SNSP Notice of School's Intent to Participate have been submitted to DPI. Print and/or email a copy of this page for your records." To the right of this message are two links: "Email this Report" and "Send to Printer".

The page is divided into three sections, each with a table for data entry:

Enter administrator information

	Response
SNSP Administrator First Name	John
SNSP Administrator Last Name	Doe
SNSP Administrator Title	Mr.
SNSP Administrator Email Address	john.doe@school.edu

Enter head of governing board information

	Response
First Name	Jane
Last Name	Doe
Board Title	Ms.
Email Address	jane.doe@school.edu

Enter school information

	Response
School Name	ABC Academy
School Phone Number (###) ###-####	(608) 264-9544
School Federal Identification Number (FEIN) (##-####)	39-1234567

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An "Email the Report" link will show on the confirmation screen. The head of the school's governing board, or the SNSP Administrator if designated by the head of the governing board, should send an email with the ITP to him/herself and print a copy of the confirmation page for his/her records.

If the head of the governing board completes the ITP, then the head of the governing board should then forward this email to the SNSP Administrator.

Quiz #1

Which schools must complete the Intent to Participate?

- a. Only new schools prior to their initial year in the SNSP.
- b. All participating private schools must complete the forms every year to participate in the SNSP.
- c. Public schools who have pupils participating in the SNSP.

The correct answer is b. All participating private schools must complete the Intent to Participate every year for the SNSP.

Options a and c are not correct. The SNSP allows a pupil with a disability, who meets certain eligibility requirements, to receive a state-funded scholarship to attend a participating private school. Therefore it is private schools, not public schools, who can participate in the SNSP.

Quiz #2

Who must electronically sign and submit the Intent to Participate? (Select all that apply)

- a. The head of the school's governing board.
- b. Any staff member at the school.
- c. The school's business manager.
- d. The individual designated as the school's SNSP administrator.

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The correct answer is a or d. Wisconsin law requires that the ITP be signed and submitted to the DPI by the head of the school's governing board, or if designated by the school's governing board, the SNSP Administrator.

Quiz #3

True or False: If a K-8 school has a SNSP pupil in 8th grade who they anticipate will be in 9th grade in the following school year, the school does not need to include an available scholarship for this pupil in the school's ITP.

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This statement is False. The school must include a scholarship for the 8th grader, even if it anticipates the pupil will be in 9th grade in the following school year. This is required to ensure a scholarship is available for continuing SNSP students at the same school if they are retained in a grade.

Available Resources

- School Registration Page: <https://dpi.wi.gov/parental-education-options/special-needs-scholarship/school-registration>
- SNSP Bulletins: <https://dpi.wi.gov/parental-education-options/special-needs-scholarship/bulletins>
- School Submitted Reports Webpage: <https://dpi.wi.gov/parental-education-options/special-needs-scholarship/school-reports>
- SNSP Training: <https://dpi.wi.gov/parental-education-options/special-needs-scholarship/school-training>
- SNSP Statutes & Rules: <https://dpi.wi.gov/parental-education-options/special-needs-scholarship/statutes>

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This slide includes the webpages that were referenced during the training.

School Registration Page: <https://dpi.wi.gov/parental-education-options/special-needs-scholarship/school-registration>

SNSP Bulletins: <https://dpi.wi.gov/parental-education-options/special-needs-scholarship/bulletins>

School Submitted Reports Webpage: <https://dpi.wi.gov/parental-education-options/special-needs-scholarship/school-reports>

SNSP Training: <https://dpi.wi.gov/parental-education-options/special-needs-scholarship/school-training>

SNSP Statutes & Rules: <https://dpi.wi.gov/parental-education-options/special-needs-scholarship/statutes>

Questions

Email: snsp@dpi.wi.gov

Phone: 1-888-245-2732 ext. 4



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If you have any questions about the information discussed in this module please contact the SNSP team at snsp@dpi.wi.gov or call the toll-free number at 1-888-245-2732, extension 4